

Solemnisation or Blessing of Marriage Guidelines

Download the *Wedding Application Form* @ Church website: Care>Getting Married

Submit the *Wedding Application Form* via email to: weddings@wesleymc.org

- ☞ Once the wedding application is processed, approved, and the confirmation email is sent by Wesley Methodist Church, it represents an Agreement is made between the couple (“Applicants”) and Wesley Methodist Church, Singapore (“the Church”).
 - Applicants are required to adhere strictly to all the rules & regulations stipulated in the *Solemnisation or Blessing of Marriage Guidelines*, *Wedding Reception Form* and all other regulations set-up by the Church which governs the use of the Church premises for wedding ceremony; failing which the Church reserves the right to forfeit the Applicants’ deposit.
 - In the event there are any damages, losses and/or injuries, the Church reserves the right to claim all the cost of repairs and liabilities from the Applicants.
- ☞ The Church will adhere to all Government advisories for Religious Organisations for the health and safety of all involved for weddings held at the Church.

1. ELIGIBILITY

- 1.1 **Booking of the Church’s Sanctuary for wedding is only for member(s) of the Church.**
 - 1.1.1 Either the bride or the groom must be a member of the Church.
 - 1.1.2 Both the bride and the groom must be Christians.
 - 1.1.2.1 In cases where either the bride or groom is a non-Christian, the booking is subjected to the officiating pastor’s decision and agreement.
 - 1.1.3 Such application will be considered under “**Member Rate**”.
- 1.2 **The Church will make provision for members whose children are not members of the Church to host their child’s wedding at the Church’s Sanctuary.**
 - 1.2.1 We will process such application on the same basis as Applicants outlined in clause 1.1 in consideration of Applicants parents’ membership at the Church.
 - 1.2.2 The Applicants applying under this provision are required to make the fixed donations payment as “**Non-Member Rate**”.
- 1.3 **The Church will consider application from members of other Methodist churches to host their wedding at the Church’s Sanctuary.**
 - 1.3.1 Such application will be considered under “**Non-Member Rate**”.
 - 1.3.2 The Church will only be able to process and confirm such application **9 months** before the wedding date, as priority is given to Applicants outlined in clauses 1.1 and 1.2.
- 1.4 **Marriage Preparation Course**

The Church reserves the right to reject the wedding application if the Church does not receive a copy of the MPC Certificate prior to the wedding date.

2. APPLICATION

- 2.1 **Processing Timeline**
 - 2.1.1 The Church will only begin accepting and processing wedding applications on **1 March for the next calendar year**.

- 2.1.2 The cut-off dates for wedding applications will be **4 months prior to wedding date**; any exceptions will be considered on a case-by-case basis.
- 2.1.3 The Church will process the application when we receive the official *Wedding Application Form* together with MPC certificate or MPC registration receipt.
- 2.1.3.1 Solemnisation of Marriage – submit with MPC certificate or MPC registration receipt.
- 2.1.3.2 Blessing of Marriage – submit with Certificate of Marriage and MPC Certificate or MPC registration receipt
- 2.1.4 Wedding application will be processed on a **first come, first served basis** once the wedding calendar is opened.
- 2.1.5 Application received from Applicant(s) under the eligibility outlined in clauses 1.1 and 1.2 will be processed with the **same priority**.
- 2.1.6 Application received from Applicant(s) under the eligibility outlined in clause 1.3 will be processed only **9 months** before the wedding date.
- 2.1.6.1 Such Applicants must attach a letter from their church Pastor-in-charge to confirm Applicants' membership at their own church, and state the reasons for the request of the use of the Church's Sanctuary. The Church reserves the right to decline such requests without explanation.

2.2 Changes or Cancellation of booking

- 2.2.1 Any change of Solemnisation or Blessing of Marriage date, time or venue has to be made in writing, and is subjected to the availability of the Solemniser and the Church's Sanctuary.
- 2.2.2 Any withdrawal of application has to be made in writing.

3. FIXED DONATIONS & DEPOSIT

3.1 Failure to adhere strictly to the *Solemnisation or Blessing of Marriage Guidelines, Wedding Reception Form* and regulations set-up by the Church which governs the use of the Church premises for wedding ceremony will result in forfeiture of the Deposit.

- 3.1.1 Fixed donations and deposit are to be made via internet banking or PayNow.
- 3.1.2 Collection of fixed donations and deposit will be **2-3 months** prior to wedding date.

3.2 Applicant(s) under the clauses 1.2 or 1.3 above, undergoing Baptism & Membership Class at the Church, **has to be confirmed into Wesley Methodist Church as member 2 months** before wedding date in order for the collection of fixed donations to be considered as Member Rate. Otherwise, the Non-Member Rate will still apply.

3.3 Appended below the fixed donations and deposit for usage of Sanctuary & Atrium, Side Courtyard and the Plaza Rooftop; and request for Church-authorized Organist.

Fixed Donations and Deposit	Member Rate	Non-Member Rate
Deposit (refundable)	\$1,000	\$1,000
Fixed Donations Sanctuary & Atrium (standing reception) (inclusive of sound system, basic items & AV support)	\$1,300	\$2,900
Optional:		
• Side Courtyard (standing reception)	\$300	\$500
• The Plaza Rooftop (seated/standing reception, max 25 round tables @ 10pax per table)	*	*
• Organist (subject to organist availability)		
Organist on wedding day	\$100	\$150
Organist on rehearsal	\$50	\$50

- 3.3.1 Non-Member Rate is applicable to Applicants whose parent(s) is a member of the Church or Applicants who are members of other Methodist churches.
- 3.3.2 The fixed donations and deposit amount is subjected to change without prior notice at the discretion of the Church.

* **The Plaza Rooftop – please check with us for the latest rate.**

4. TIME SLOTS

4.1 Weddings shall be held only on Saturdays

4.1.1 No wedding shall be held on a particular Saturday if the Saturday falls on a public holiday or when there is a Church event.

4.1.2 However, if wedding application is confirmed, the Church will honour commitments made on Public Holiday prior to Ministry of Manpower (MOM) releases of Public Holiday dates.

4.2 The time slot for wedding refers to the **beginning of the wedding ceremony to the end of wedding reception.**

10am wedding: 10am to 12noon

2pm wedding: 2pm to 4pm

4.3 Caterer/Vendors set-up and clearance, and all parties to vacate the Church

4.3.1 Caterer/Vendors are to report at Security Guard upon arrival.

4.3.2 Caterer/Vendors are not allowed to park at the Church. We only allow unloading and loading of food & set up items.

10am wedding: set-up at **9am**; clearance and vacate by **12noon**.

2pm wedding: set-up at **1pm**; clearance and vacate by **4pm**.

4.4 Bridal Car/Family Car Parking at the Church

The Church allows only bridal car and 2 family cars to park within the Church premises. Please provide the vehicle numbers to the Events Team at least 2 weeks prior to rehearsal. The parking time:

10am wedding: **9am to 12noon**;

2pm wedding: **1pm to 4pm**.

5. SOLEMNISER

5.1 Applicants are required to file the Notice of Marriage with Registry of Marriage (ROM). The earliest you can hold your solemnisation is **at least 21 days after** submitting your marriage application to ROM. Please log on to ROM website at www.rom.gov.sg for more information.

5.2 Only Methodist Pastors are permitted to conduct weddings held at the Church

5.2.1 If applicants do not indicate their preferred Solemniser, the Church will assign a Solemniser.

5.2.2 Applicants are strongly encouraged to have their wedding conducted by Wesley Pastors. However, if Applicants wish to invite a Pastor of another Methodist church to solemnise their wedding, please state the reasons clearly in the *Wedding Application Form*. The Church reserves the right to decline such requests without explanation.

5.2.3 Applicants to liaise directly with their Solemniser for couple sessions and rehearsal. Rehearsal held at the Church will be subjected to the Sanctuary availability.

5.3 Wedding Order of Service

Applicants to obtain the sample of the Wedding Order of Service from their Solemniser.

6. LOGISTICS

6.1 Briefing session

The Church Events Team will liaise with Applicants for an on-site recce briefing **2 to 3 months** prior to wedding date.

6.2 Rehearsal

6.2.1 Applicants to liaise with Solemniser for rehearsal date and inform Events team. Rehearsal booking is subjected to Sanctuary availability.

6.2.2 Rehearsal starts at **7pm for an hour on weekdays only**.

6.3 AV Support

6.3.1 Mic sound test will be at **9am or 1pm** respectively on wedding day.

6.3.2 Only Church-authorized personnel are allowed to operate the equipment in the Church's Sanctuary AV Room.

- 6.3.3 Songs provided has to be purchased with copyrights obtained, in mp3 format sent via email to Events team **at least 2 weeks** prior to rehearsal.
- 6.3.4 **No changes of songs or montage after Rehearsal.**
- 6.3.5 **Strictly no Spotify, YouTube and/or thumb drives are allowed.**
- 6.4 **Use of Projector screen and TV screens**
- 6.4.1 Applicants to submit videos in mp4 format or PowerPoint slides via email to Events team **at least 2 weeks** prior to rehearsal.
- 6.4.2 Applicants are required to provide a designated AV helper to assist in the wedding montage and/or ppt slides under our AV personnel supervision on wedding day.
- 6.5 **Use of the Church's Organ**
- 6.5.1 The Church-authorized organist is allowed to use the Church's organ. Please inform Events Team if there is a request for use of organ, and engagement of organist is subjected to organist availability.
- 6.5.2 A love gift in the form of hongbao has to be given directly to the organist by the Applicants on the wedding day. Please refer to clause 3.3 for the rates.
- 6.5.3 Once the organist is arranged, if Applicants decide not to engage the service of the organist after confirmation, Applicants are still required to give the love gift to the organist.
- 6.5.4 Please provide hardcopy of the music scores including the melody part to the organist directly if the song is not found in The United Methodist Hymnal.
- 6.6 **Musical Instruments**
- 6.6.1 Applicants are not allowed to move any musical instruments located in the Church premises to the Sanctuary for their own usage without prior approval.
- 6.6.2 **No acoustic drums allowed.** Cajon and electronic drums are allowed, subject to review and approval of request by the church.
- 6.6.3 Piano, keyboard and/or electronic drums are available to the Applicants on loan. Please put in your request to Events Team.
- 6.7 **Videographer**
- Videographers may request for an audio feed from the Church's sound system. The Church will provide an **XLR Male cable, 3.5mm audio jack output** from the mixer (mono). Please advise the videographer to provide their own cables.
- 6.8 **Display of Coffee/Ice Cream carts for wedding reception**
- 6.8.1 Applicants to submit photos and dimensions to the Events Team **at least 1 month before the wedding date to seek clearance and approval.**
- 6.8.2 The Church reserves the right to reject any set-up on wedding day if prior approval is not obtained.
- 6.9 **Floral Arrangements in the Sanctuary**
- 6.9.1 All floral arrangements in the Sanctuary will be arranged by Wesley Floral Fellowship. Applicants are not allowed to choose the type and colours of floral arrangements in the Sanctuary.
- 6.9.2 The Church will provide artificial flowers for the pews and matching artificial bouquet for the solemnisation table in the Sanctuary.
- 6.10 **The Church will provide the following basic items:**
- Unity candle stand
 - 4 handheld mics
 - 4 music / mic stands
 - 4 DI boxes
 - 4 tables & 2 chairs for Guest Reception at the Atrium.

7. WEDDING RECEPTION

7.1 The Plaza Rooftop - Seated/Standing Reception.

Atrium and Side Courtyard - Standing Reception only.

7.1.1 Please refer to *Wedding Reception Form* for information.

7.1.2 Please submit the *Wedding Reception Form* to the Events Team **at least one (1) month prior to wedding date.**

7.1.3 For Wedding Reception held at The Plaza Rooftop - Applicants and their engaged caterer/vendors are required to meet up with the Events Team on site **at least 1 month prior to wedding date.**

7.2 **There must NOT BE ANY OPEN FIRE in the Church premises as this is against Singapore Civil Defence Force's Fire Safety regulations. The Church Facilities Team will not hesitate to stop any caterer/vendors infringing this regulatory requirement if an open fire is spotted.**

8 The followings are **STRICTLY NOT ALLOWED** in the Church premises:

- **No** decoration or display of any items are allowed in the Sanctuary and other locations.
- **No** throwing of confetti or flower petals.
- **No** food and drinks are to be consumed in the Sanctuary.
- **No** smoking and consumption of alcohol.
- **No** pre-wedding filming or shooting.
- **No usage of Drones/helicams.**

All requests from the Applicants have to be finalised **at least 1 month prior to wedding date.** The Church reserves the right **not to accommodate to any additional request after rehearsal.**

In view of our effort to care for God's creation, we encourage the Applicants not to over cater for the wedding reception so as not to waste food.

Wesley Methodist Church

wef Sep 2023

Main line : 63361433

ACKNOWLEDGEMENT

By signing the *Solemnisation or Blessing of Marriage Guidelines*, we agree to abide to all the Rules & Regulations stipulated in the *Solemnisation or Blessing of Marriage Guidelines*, *Wedding Reception Form* and regulations set up by the Church which governs the use of the Church premises for wedding ceremony; failing which the Church reserves the right to forfeit the Applicants' deposit.

In the event where there are any damages, losses and/or injuries, the Church reserves the right to claim all the costs of repairs and liabilities from the Applicants.

Name & Signature of Groom

Date:

Name & Signature of Bride

Date: